Enterprise Zone Program
EMPLOYEE CERTIFICATION REPORT - AVERAGE CALCULATION

Contract Number: _____   **Start Date:** _____

Company Name: _____

Reporting Period: From: _____   To: _____

12th of Month	Year	ES4 Total Employees	Employees This Location	Part Time Positions	Non LA Residents	Net Full Time
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Total Full Time Employees
Number of Months for this Period

[1] **Average Full Time Employees for Period**	
[2] **Less: Prior Period Full Time Employees**	
Net Increase of Full Time Employees	
[3] **Net New Part Time Employees**	
Net Increase	
[4] **Times 35% (Minimum Certified)**	

A. Residency	
B. Public Assistance	
C. Lacking Basic Skills	
D. Physically Challenged	
Sub-Total Certified	
No Certification	
Total New Employees	

1 Total Full Time Louisiana resident employees for the first Period
   Divided by number of months from Start Date to Year End or 12 for a year

2 Base number of full time employees

3 Number of net new Part Time employees meeting the 20 hours for 26 weeks requirement

4 Net increase multiplied by 35%

NOTE: Attach this form to the ES4 or payroll forms that contain the monthly employee count.